

TIME SELECTION GUIDE

Provide us your 3 selected timings at the latest 24 hours before the Service Commencement Date!

SPECIFIC GUIDE

1) IF THE POST IS ALWAYS MANNED (COMMON FOR 2-MAN SHOW & ABOVE)

- You are free to choose any timing for the spot check

2) IF THE POST IS NOT ALWAYS MANNED (COMMON FOR 1-MAN SHOW)

- The chosen timing for each slot must be AFTER: clocking, patrolling, locking/unlocking, meter reading or any other tasks requiring the guard to be away from the post.
- The timing must also be AFTER including the longest realistic duration it takes to perform those tasks
- The timing must also be AFTER the scheduled break. If break timing is not fixed, it's high-time to make it fixed. If break is not fixed, it will greatly reduce the effectiveness of our audit service.
- Ensure timing of the next task doesn't clash with our 30 minutes 'Spot Check' grace period

GENERAL GUIDE

- The 3 'Spot Check' slots are: SLOT A (12am – 2am) | SLOT B (2am – 4am) | SLOT C (4am – 6am)
- For each of the 'Spot Check' slot, you are to choose 1 specific timing e.g. 12:25am for Slot 'A' etc.

- Regardless of the chosen timing for all 3 slots, do include space for our 30 minutes grace period
- Change of timing is allowed at the maximum rate of once per month (to be communicated with our duty phone). If no change is made for the current month, the same set of timings will be used in the following month.
 - Definition of 1 month: 1st of the month till end of the month

